Canteen Policy

<table>
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<th>Date Implemented</th>
<th>15th June 2016</th>
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<tbody>
<tr>
<td>Author</td>
<td>Gail Hardman</td>
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<td>Approved By</td>
<td>College Council / Policies sub-committee</td>
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<tr>
<td>Approval Authority (Signature &amp; Date)</td>
<td>Gail Hardman 15/06/2016</td>
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<tr>
<td>Date Reviewed</td>
<td>Assistant Principal</td>
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<td>Review Date</td>
<td>Yearly at completion of tender</td>
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<td>References</td>
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RATIONALE
- The provision of an efficient and effective canteen at the school provides opportunities to reinforce healthy eating practices, provides a service for parents wishing to purchase lunches for their children, and presents an opportunity to raise funds for the school.

AIMS
- To provide an effective canteen service which provides healthy food in a manner that complies with all health regulations and requirements.

IMPLEMENTATION
- The *Food Act 1984* requires all premises that sell, prepare, package, store, handle, serve or supply any food for sale be registered as a food premises by the local Council. This includes the school canteen.
- School Council will seek tenders from individuals, groups and businesses to provide a daily lunch order service from the school’s existing canteen. As the canteen services will be outsourced to a profit making entity, the entity must register and account for the GST. Tenders will be a maximum of 2 years duration and are conditional upon compliance with the following criteria;
  - A canteen coordinator will be appointed and identified by the successful tenderer. The coordinator will be responsible for all aspects of the canteen operation, will be competent in Food Safety and will be on duty at all times when the canteen is preparing and serving food.
  - The canteen coordinator will ensure that all health regulations and food preparation requirements are complied with, in particular the ‘Food Safety Program for School Canteens’ and ‘A Checklist for School Canteen Coordinators’ contained within the Guidelines for ‘Personal Hygiene and Food Safety in Schools’ document must be complied with. The Healthy Canteen Kit resources will also be referred to.
  - If a roster of parent volunteers is required, it will be organised by the canteen coordinator who will ensure that volunteers fully understand Food Safety procedures.
  - The canteen coordinator will ensure that all foods served at the canteen comply with the school council’s approved healthy foods list.
- The successful tenderer will be responsible for all costs associated with the operation of the canteen, including electricity, gas and cleaning.
- School Council will be responsible for maintenance and replacement of equipment.
- The successful tenderer will pay an agreed annual commission to the school council, payable at the commencement of each year.
- All other matters to be agreed between the school principal and the successful tenderer.

EXPECTATIONS
• This policy will be reviewed at the completion of each tender period.

1. This policy will be made available on the College’s website.

2. This policy was ratified by College Council on 15/06/2016